



DEPARTMENT OF THE NAVY

NAVAL HOSPITAL

BOX 788250

MARINE CORPS AIR GROUND COMBAT CENTER
TWENTYNINE PALMS, CALIFORNIA 92278-8250

IN REPLY REFER TO:

NAVHOSP29PALMSINST 1306.1C

Code 0102

23 December 1996

NAVAL HOSPITAL TWENTYNINE PALMS INSTRUCTION 1306.1C

From: Commanding Officer

Subj: DETAILING OF STAFF ENLISTED PERSONNEL

Ref: (a) MANMED, Chapter 9

Encl: (1) Detailing of Staff Enlisted Personnel Interdepart-
Mental Transfer Sheet NavHosp Form 1306/01

1. Purpose. To publish policy, procedures and guidelines for the detailing of staff enlisted personnel and to define responsibility and authority for this instruction.

2. Cancellation. NAVHOSP29PALMSINST 1306.1B and NAVHOSP29PALMSINST 1306.3C.

3. Background. Reference (a) provides guidelines for the assignment, duties, and training requirements of Hospital Corpsman.

4. Action

a. The Board of Directors shall:

(1) Approve minimum staffing thresholds for each area, based upon fair share distribution of distributable personnel and the recommendations from the Head, Manpower Management Department. Distributable personnel levels will be based upon the Authorized Manning Document for the Command, the Efficiency Review, and current requirements.

(2) Resolve personnel detailing conflicts as they occur.

b. The Head, Personnel Management Department shall:

(1) Be the sole authority to distribute and re-assign personnel to various areas in an equitable manner consistent with validated manning requirements and available personnel. Manning requirements will be validated based upon Bureau of Medicine and Surgery approved staffing standards and workload generated.

(2) To the maximum extent possible, assign hospital corpsmen reporting aboard upon completion of Hospital Corps Class "A" School to Nursing Services.

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(2) To the maximum extent possible, assign hospital corpsmen reporting aboard upon completion of Hospital Corps Class "A" School to Nursing Services.

(3) Ensure an equitable distribution of enlisted personnel assets to all functional areas.

(4) Coordinate all initial enlisted personnel assignments and subsequent interdepartmental transfers.

(5) Work in close harmony with Directorates to ensure that proper rotation of junior enlisted personnel is completed.

(6) Seek the advice of the Command Master Chief when assigning enlisted personnel in pay grades E-6 and above.

c. The Command Master Chief shall assign all Chief Petty Officers assigned to the Command.

d. All Department Heads shall:

(1) Communicate enlisted personnel requirements in writing to the Head, Manpower Management Department via their director.

(2) Justify personnel requirements through quantitative measures, such as Medical Expense and Personnel Reporting System (MEPRS) data, staffing standards, higher authority requirements, etcetera, to the maximum extent possible.

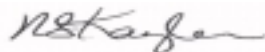
(3) Fill out the top portion of enclosure (1)(Inter-departmental Transfer Sheet), and provide to employees transferring to departments within the Naval Hospital, Twentynine Palms.

(4) Provide a written feeder evaluation to gaining department prior to transfer.

d. Transferring employees shall check out with all areas listed in enclosure (1), and return enclosure (1) to the Manpower Management Department upon completion.

5. Applicability. This instruction is applicable to all personnel aboard Naval Hospital, Twentynine Palms, California.

6. New or Revised Form. The Interdepartmental Transfer Sheet, NAVHOSP29PALMS Form 1306/01 is being adopted in accordance with this instruction and may be obtained through Central Files.



R. S. KAYLER

Distribution:
List A

NAVHOSP29PALMSINST 1306.1C
23 December 1996

DETAILING OF STAFF ENLISTED PERSONNEL
INTERDEPARTMENTAL TRANSFER SHEET
NAVAL HOSPITAL
TWENTYNINE PALMS, CALIFORNIA

Name: _____

Rank/Rate: _____

Current Department Assigned to: _____

Department Transferring to: _____

Date of Transfer to New Department: _____

You are required to check out of all the areas indicated below.
The last person to sign your check in/out sheet will be your new
Department Head. Return this form to Personnel.

Current Department Head: _____

Watchbill Coordinator: _____

Senior Enlisted Leader: _____

Command Career Counselor: _____

Chief Master at Arms: _____

Command Master Chief: _____

Prospective Department Head: _____

Operating Management Dept Head: _____

Personnel Department: _____

Manpower (Fiscal) Department _____

Materials Management (Property Control) Department _____

Management Information Department (CHCS, ADS, "E" Mail
Accounts) _____

NOTE: Transferring Department must provide a written feeder
evaluation report on all enlisted members to the gaining
department. This feeder evaluation must be completed prior to
transfer. The Command Master Chief will verify completion of
written feeder evaluation prior to signing off on any inter-
departmental transfer.

NAVHOSP29PALMS FORM 1306/01
(Rev 12/96)

Enclosure (1)